

**SERIAL 05061 S        AUDIO, VIDEO AND NEWSPAPER CLIPPING SERVICES**

**DATE OF LAST REVISION: April 24, 2006        CONTRACT END DATE: June 30, 2008**

**CONTRACT PERIOD THROUGH JUNE 30, 2008**

TO:                All Departments  
FROM:             Department of Materials Management  
SUBJECT:         Contract for **AUDIO, VIDEO AND NEWSPAPER CLIPPING SERVICES**  
                      **(NIGP CODE 30664)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **June 30, 2005**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

DL/mm  
Attach

Copy to:         Clerk of the Board  
                      Amie Bristol, MCSO  
                      Michele Donnelly, County Attorney  
                      Wayne McNulty, Environmental Services  
                      Gabriela Varadi, Flood Control  
                      Mirheta Muslic, Materials Management

(Please remove Serial 00069-SC from your contract notebooks)

## SCOPE OF SERVICES

### 1.0 **INTENT:**

The County intends to award a contract to one or more Respondents for providing audio, video and newspaper clipping services to various County departments. The County reserves the right to add new Respondents as the County's needs dictate.

### 2.0 **RESPONDENT RESPONSIBILITIES:**

#### 2.1 COVERAGE.

The Respondent shall provide clippings from national/regional/state/local news media. The Respondent must submit complete lists of areas covered by the Respondent's firm. Preference may be given to Respondents providing a larger coverage area. However, individual departments may select specific areas for which they may require coverage.

#### 2.2 CLIPPING SERVICE.

Some County departments require continuous monitoring and clipping service. Other departments may request specific clipping service for a specific event having been covered by a particular news media in the recent past.

##### 2.2.1 Continuously monitored clipping service:

##### 2.2.1.1 Timeliness:

Time is of the essence for this Contract. Deliverables must be provided to County departments within 24 hours (for local/state) and 48 hours (for regional/national) broadcast or publication. Departments may however, agree to an extended time frame or require quicker turnaround, depending on need. The Respondent must confirm its ability to provide services in this manner, in its bid.

##### 2.2.1.2 Monitoring:

The Respondent must continuously monitor all applicable media outlets in order to provide required services.

##### 2.2.1.3 Judgment:

The Respondent must work closely with individual County departments in order to develop judgment in their productions/deliverables submissions to the County departments. County departments may return clippings, in which case, shall not be charged for such services, if the clippings do not add value to the department's objectives.

##### 2.2.1.4 Key words:

Lists of keywords will be provided by individual departments. The departments may change the list(s) depending on need. The Respondent must be able to incorporate the change(s) immediately.

2.2.1.5 Emergency Delivery:

The Respondent must indicate additional costs for emergency delivery (within 3-5 hours of broadcast). Departments may request emergency delivery on an as-needed basis. The Respondent must also have the capability of alerting departments if a controversial related issue is broadcast anywhere in the nation. The Respondent may indicate this in the additional pricing area of the pricing sheet.

2.2.2 Specifically requested clippings:

Some County departments may not require continuous monitoring. These agencies would request for tape/video/paper clipping "after the fact". The Respondent must have proper archiving facilities to meet such requirements. Generally, requests for such products will not be made in excess of 60 days from the date of original broadcast/publication.

2.2.3 General specifications:

2.2.3.1 Delivery:

The Respondent must work closely with County departments to ensure timely delivery of products. Departments may require physical delivery or electronic/fax delivery whichever best suits their need. Most delivery points will be within Maricopa County (generally Downtown Phoenix or Durango complexes).

2.2.3.2 Quality:

Audio and Videotapes must be of high quality. Videotapes must be 1/2" VHS or better. Paper-clippings/transcripts must be provided on 8-1/2" x 11" copier quality or better paper.

2.2.3.3 Monitoring Report Contents:

- 2.2.3.3.1 A written summary of the information on the news clip.
- 2.2.3.3.2 An estimated audience reached by the news clip.
- 2.2.3.3.3 Date and Time of the news clip.
- 2.2.3.3.4 ID of news station/Publisher.

2.3 DELIVERY.

It shall be the Respondent's responsibility to meet the County's delivery requirements, as called for herein. Maricopa County reserves the right to obtain services on the open market in the event the Respondent fails to make delivery in a satisfactory time period. Any price differential will be charged to the Respondent.

2.4 TAX.

No tax shall be levied against labor. Bid pricing shall include all labor, overhead, tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Respondent to determine any and all taxes and include the same in bid price.

### 3.0 **SPECIAL TERMS and CONDITIONS:**

#### 3.1 CONTRACT LENGTH.

The initial term of this Firm, Fixed-Price Contract shall be three (3) years.

#### 3.2 OPTION TO RENEW CONTRACT.

The County may, at its option and with the approval of the Respondent, renew the term of this Contract up to a maximum of three (3), one (1) year terms. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to renew the Contract term at least thirty (30) calendar days prior to the expiration of the original Contract term.

#### 3.3 PRICE ADJUSTMENTS.

Prices shall remain as bid for the initial term of this Contract. Any Respondent-requested price adjustment(s) must be submitted within thirty (30) days prior to the Contract expiration date. Price adjustments shall only be considered at the time of a Contract renewal and shall be a factor in the renewal review process. Any requested price adjustment shall be fully documented to indicate reason or cause for the request. The Procurement Officer will analyze the request and compare it against market prices, trade publications, and/or the Consumer Price Index. If the Procurement Officer and the Respondent agree to a price adjustment, it shall be effected through a written contract amendment. Price adjustments shall become effective upon written approval and signature of the Procurement Officer, or as mutually agreed, though, at no time, shall upward price adjustments be retro-active.

#### 3.4 NO GUARANTEED QUANTITIES.

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract

#### 3.5 EVALUATION CRITERIA.

3.5.1 The evaluation of bids will be based upon, but will not be limited to, the following:

3.5.1.1 Compliance with specifications

3.5.1.2 Price

3.5.1.3 Determination of responsibility

3.5.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

#### 3.6 PROCUREMENT CARD ORDERING CAPABILITY.

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.7 INTERNET ORDERING CAPABILITY.

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 INQUIRIES AND NOTICES.

3.8.1 All inquiries concerning information herein shall be addressed to:

Maricopa County  
Department of Materials Management  
ATTN: Contract Administration  
320 West Lincoln Street.  
Phoenix, Arizona 85003

3.8.2 Administrative telephone inquiries shall be addressed to:

David M. LaFond, Sr.,  
Procurement Consultant  
Telephone: 602.506.3248  
E-mail: lafondd@mail.maricopa.gov

3.8.3 Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 BID SUBMISSION CLARITY.

For reasons of clarity all submissions of pricing (Attachment "A") shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.10 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Respondents are to provide one (1) hardcopy original (labeled), two (2) hardcopy copies (labeled) and one (1) electronic copy of pricing on a CD.** Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, partner, or corporate official who has been authorized to make such commitments must sign bids.**

3.11 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

3.11.1 **Mandatory:** One (1) original hardcopy (labeled), two (2) hardcopy copies of Catalogs and/or Price Lists and one (1) electronic copy of pricing on a CD;

3.11.2 **Mandatory:** Attachment "A", Pricing;

3.11.3 **Mandatory:** Attachment "B", Agreement; and

3.11.4 **Mandatory:** Attachment "C", References.

**BACON'S INFORMATION, 4205 N. 7TH AVENUE, SUITE 303, PHOENIX, AZ 85013**

ARE YOU WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL? ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE  
PAYMENT? ☒ YES ☐ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED  
BY YOU IN THIS BID WHEN PAYING WITH A PROCUREMENT CARD? ☒ YES ☐ NO

DOES YOUR FIRM HAVE INTERNET ORDERING CAPABILITY? ☒ YES ☐ NO

MAY OTHER GOVERNMENT AGENCIES USE THIS CONTRACT? ☐ YES ☒ NO

**1.0 PRICING.**

		<u>LOCAL</u>	<u>REGIONAL</u>	<u>NATIONAL</u>
1.1	VIDEO:			
1.1.1	Up To 5 Minutes	\$ 58.00	\$ 58.00	\$ 58.00
1.1.2	5 - 10 Minutes	\$ 58.00	\$ 58.00	\$ 58.00
1.1.3	10 - 30 Minutes	\$ 65.00	\$ 65.00	\$ 100.00
1.1.4	30 - 60 Minutes	\$ 110.00	\$ 110.00	\$ 140.00
1.1.5	60 - 90 Minutes	\$ 125.00	\$ 125.00	\$ 175.00
1.1.6	90 - 120 Minutes	\$ 125.00	\$ 125.00	\$ 175.00
1.1.7	Transcription Charge Per Page			\$ 15.00
1.1.8	Media Listing of Television Coverage Per Page			\$ N/A
1.1.9	Other Flat Fees, If Any			\$1,500.00 Listing Reports for all MC flat quarterly fee.
1.2	AUDIO:			
1.2.1	Up To 5 Minutes	\$ 50.00	\$ 50.00	\$ 100.00
1.2.2	5 - 10 Minutes	\$ 55.00	\$ 55.00	\$ 110.00
1.2.3	10 - 30 Minutes	\$ 75.00	\$ 75.00	\$ 120.00
1.2.4	30 - 60 Minutes	\$ 85.00	\$ 85.00	\$ 140.00
1.2.5	60 - 90 Minutes	\$ 100.00	\$ 100.00	\$ 150.00
1.2.6	90 - 120 Minutes	\$ 100.00	\$ 100.00	\$ 150.00
1.2.7	Transcription Charge Per Page			\$ 15.00
1.2.8	Media Listing of Television Coverage Per Page			\$ N/A
1.2.9	Other Flat Fees, If Any			\$1,500.00 Listing Reports for all MC flat quarterly fee.

**BACON'S INFORMATION, 4205 N. 7TH AVENUE, SUITE 303, PHOENIX, AZ 85013**

1.3 CLIPPING (Newspapers and Other Publications):

1.3.1	Per Page	\$ N/A
1.3.2	Other Flat Fees, If Any	\$ N/A

1.4 OTHER COSTS:

1.4.1	Regular Delivery Charge Per Delivery	\$ 7.00
1.4.2	Same Day Rush Delivery Charge Per Delivery	\$ 7.00
1.4.3	Emergency Delivery Charge Per Delivery	\$ 7.00
1.4.4	Royalty, If Applicable (Please state in detail)	\$ 12% for CNN, CNBC, MSNBC, and WAGA ATLANTA

PRICING SHEET: B0604607/S078104 / NIGP 30664

Terms: Net 30

Vendor Number: W000001784 X

Telephone Number: 602-648-4120

Fax Number: 602-648-4123

Contact Person: Mike Shaldjian

E-mail Address: [mshaldjian@bacons.com](mailto:mshaldjian@bacons.com)

Company Web-Site: [www.bacons.com](http://www.bacons.com)

Contract Period: To cover the period ending **June 30, 2008.**

**ARROWHEAD MEDIA CLIPPINGS, 6324 W. AVENIDA DEL REY, GLENDALE, AZ 85310**

ARE YOU WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL? ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE  
PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED  
BY YOU IN THIS BID WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

DOES YOUR FIRM HAVE INTERNET ORDERING CAPABILITY? ☒ YES ☐ NO

MAY OTHER GOVERNMENT AGENCIES USE THIS CONTRACT? ☒ YES ☐ NO

1.3 CLIPPING (Newspapers and Other Publications):

1.3.1 Per Page	\$ 0.45 c loose clip
	\$ 0.50 c pasted clip
1.3.2 Other Flat Fees, If Any	\$ 50 per month reading fee

1.4 OTHER COSTS:



## MENU OF SERVICES

READING FEE	\$50 PER MONTH
PER CLIPPED PAGE CHARGE	.45 CENTS LOOSE .50 CENTS PASTED .55 SPECIALIZED COMPANY LETTERHEAD
E-MAIL DELIVERY	\$12.00 PER MONTH
FAX DELIVERY	\$8.00 PER MONTH
COURIER DELIVERY	\$20.00 PER DELIVERY



**ARROWHEAD MEDIA CLIPPINGS, 6324 W. AVENIDA DEL REY, GLENDALE, AZ 85310**

U.S. MAIL WEEKLY DELIVERY	\$8.00 PER MONTH
U.S. MAIL BI-WEEKLY DELIVERY	\$4.00 PER WEEK
ONLINE BILLING	NO CHARGE
HARD COPY BILLING	\$3 PER MONTH

\*\*\* All delivery options are flexible and can be customized to your needs. Please contact us for specialized services not outlined here.

Arrowhead Media Clippings, LLC, 6324 West Avenida Del Rey, Glendale, AZ 85310 -1832  
Business number: 623 825-3193 Fax number: 623 466-6499  
[www.arrowheadmediaclip.com](http://www.arrowheadmediaclip.com) <mailto:clips@arrowheadmediaclip.com>

**PRICING SHEET: B0604607/S078104 / NIGP 30664**

Terms: Net 30

Vendor Number: W000007248 X

Telephone Number: 623/825-3193

Fax Number: 623/466-6499

Contact Person: Elisa Henson

E-mail Address: [ehenson@arrowheadmediaclip.com](mailto:ehenson@arrowheadmediaclip.com)

Company Web-Site: [www.arrowheadmediaclip.com](http://www.arrowheadmediaclip.com)

Contract Period: To cover the period ending **June 30, 2008.**

**ADDED 04/27/06**